



Controller Betty T. Yee

California State Controller's Office

The Next Generation



FI\$Cal

Financial Information System for California

Position: (5683)
Student Assistant --
Intermittent Hourly

Position #:
051-726-4870-902

Salary Range:
\$1733 - \$2335

Issue Date:
April 15, 2016

Contact:
Matt Schooling (916-576-5067)
or Sue Larson (916-576-2445)

Location:
FI\$Cal Project Site
2000 Evergreen St., Ste. 200
Sacramento, CA 95815

Final Filing Date:
April 28, 2016
(Statewide)

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/SURPLUS candidates will be given priority.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
FI\$Cal Project
ATTN: Matt Schooling
2000 Evergreen St., Ste. 200
Sacramento, CA 95815

Please write "051-726-4880-902" on your application and indicate the basis of your eligibility in the job title section. Applications without this information may be rejected.

Looking for a job that you can feel passionate about? Looking for work in an inviting work environment? If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further! The Office of the State Controller (SCO) is the destination Constitutional employer within the State of California.

Candidates for Student Assistant positions must provide proof of enrollment as an attachment to their applications/resume. Students are not required to attend courses during the summer months but must be enrolled (or intending to enroll) for the following fall semester/quarter. Students must be enrolled and attain a passing grade (a grade of "C" is highly recommended) and a minimum of 6 semester or 9 quarter units in order to be eligible for and maintain employment as a Student Assistant. Failure to maintain either enrollment or passing grades in at least 6 units may result in the immediate termination of the student's appointment.

The selected candidate for the advertised position will be required to undergo a fingerprint clearance and any offer of employment will be contingent upon live scan fingerprint results.

Applicants with disabilities who need reasonable accommodations, such as a Sign Language interpreter, a reader, or assistance attending an interview please call (916) 323-3055.

Scope of Position:

The Financial Information Systems for California (FI\$Cal) Project is a matrix organization represented by four participating state agencies; the State Controller's Office (SCO), the State Treasurer's Office (STO), the Department of Finance (DOF) and the Department of General Services (DGS). The incumbent is a Student Assistant working for the SCO on the FI\$Cal Project for the one of the major teams.

Under the direction of a Team Lead, the Student Assistant provides critical support to team members. This support includes attending meetings with team members and taking minutes. It also includes preparing, reviewing and distributing documentation, and other general support duties that may arise, under the direction of a team member.

Duties and Responsibilities:

(Candidates must perform the following functions with or without reasonable accommodations.)

Student must be a Business Major.

- Review incoming correspondence and prepare responses to non-technical inquiries.
- Draft correspondence on a variety of issues.
- Assist with coordination of Master Department Workplan task distribution.
- Develop correspondence related to Project and Readiness activities.
- Utilize PC applications to produce spreadsheets and other informational reports; software applications include Microsoft, Word, Excel, PowerPoint and Outlook.
- Provide facilitation support for various meetings and workshops.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Rev. 11/15



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- Attend meetings with team members to gain knowledge and experience about the FI\$Cal Project.
- Assist with the development of presentation and workshops and other documents by researching appropriate documentation as necessary.
- Assist with report and document preparation.
- Assist team members in meeting preparation, including selecting and assembling the appropriate content.
- Schedule various meetings that promote awareness, understanding and acceptance of FI\$Cal for affected stakeholders.

Desirable Qualifications:

- Strong leadership skills
- Excellent attendance and dependability
- Ability to motivate others
- Sound organizational skills and a commitment to provide quality customer service
- Flexibility in response to changing priorities and workload
- Tact and good judgment
- Ability to communicate effectively
- Positive attitude

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